S P E C I F I C A T I O N S

for the proposed renovations to

THE EBAN DALE SUTTON LIBRARY

in the

PEABODY INSTITUTE LIBRARY

82 Main Street
Peabody, Massachusetts

August 1975

I. General Conditions and Requirements.

A. The following conditions shall apply to all contractors providing services for this project.

1. The painting contractor, plastering contractor, composition flooring contractor, air conditioning contractor and electrical contractor shall carry the following liability insurance:

a. General Liability - $300,000/$500,000 limits Property Damage of $100,000 limit;

b. Vehicle Liability of $300,000/$500,000 limits within Property Damage of $100,000 limit.

Fire Insurance (Builders Risk) will be provided by the owner.

2. All other independent contractors shall provide their own Workmans Compensation and Salary Continuation Insurance.

3. All contractors shall clean-up after completion of their portion of the work subject to the approval of the Architect.

B. Allowances for the following will be carried as line items in the budget:

Hardware - $400
Draperies - $1,000
Photographs - $300
Final Clean-up - $200
Electric Light Fixtures - $1500

II. CARPENTRY, INSULATION AND MOISTURE PROTECTION

A. Description of work -

1. Provide support for air conditioning units in attic to set units level with existing masonry opening;
2. Provide closure piece for opening around thru-wall air conditioning unit;
3. Repair moulding in stack area under windows to match existing;
4. Install intermediate shelf supports at all shelves with spans over 36 inches;
5. Repair broken moulding around glass doors of existing book shelves;
6. Recut doors to swing freely where shown; rehang.
7. Install new locks on cabinets and doors as called for; under hardware;
8. Install new studs at window tympanums to support expanded metal lath and plaster. Insulate void; fiberglass wool;
9. Install walk way to provide access and working area around air conditioning unit;
10. Install insulation in ceiling above Sutton Library;
11. Install light track baffle as detailed.

B. Materials -

1. Standing finish and trim to match existing;
2. Framing lumber - S4S kiln dried;
3. Walk way in attic - Plywood standard grade sheathing 5/8" thick or 1" thick nominal construction grade Douglas Fir, Larch, or Eastern Spruce.
4. Closure panels at air conditioning unit - Weyerhauser Prefinished Panel 15 color by Architect;
5. Ceiling insulation 6" fiberglass wool;

6. Light track baffle - close grained hardwood.

III. FINISHES

A. Plaster

1. Description of work -

   a. Raising that portion of ceiling that has become detached from structure above. Ceiling shall be raised to its original height and securely fastened to structure above. Contractor shall submit shop drawings indicating the method to be used for the approval of the Architect.

   b. Replace any damaged cornices and ornamental pieces.

   c. Gypsum Plaster basecoat with hard white plaster finish shall be used in all areas to be repaired.

   d. All patching and pointing of new and existing surfaces that are disturbed by other trades.

   e. All other plaster work that can be reasonably inferred as needed to make the entire ceiling complete and ready for decoration.

2. Ornamental Plastering -

   a. Any new ornamental plaster shall be cast by the Plastering Contractor.

   b. All new cornice shall be run in place by the Plastering Contractor.

   c. All new cornices and ornamental plaster shall match adjacent and corresponding plaster.

   d. All ornamental plaster work shall be performed by artisans of the plastering trade and executed to match adjacent and corresponding work.

   e. The ornamental plastering shall be subject to the architect's approval and shall be repaired and replaced with new work if unacceptable to the architect at the architect's discretion.

   f. Just before painting is started all plastering shall be given a second examination. Repair any cracks or other defects and leave all plaster complete and ready for painting.

3. Metal Furring and Lathing -

a. Furnish all labor, materials, and equipment necessary for any and all furring and lathing required to complete the base for plaster work.

b. All work shall conform to the applicable standards for corresponding classes of work as specified in the latest Specifications of the Metal Lath Manufacturers Association.

c. The Contractor shall submit shop drawings indicating the furring and lathing procedures for ornamental plaster work for the approval of the Architect.

4. Materials -

a. Sand shall be clean and sharp entirely free from any impurities and shall be washed.

b. Hydrated Lime shall be an approved brand conforming to ASTM-C6.

c. Gypsum Plaster shall be an approved brand conforming to ASTM-C28.

d. Molding Plaster shall be an approved brand conforming to ASTM-C59.

e. Metal Lath shall be expanded diamond mesh weighing not less than 3.4 lbs. per square yard galvanized.

f. Hangers for suspension systems shall be 1" x 1/8" bars or No. 9 galvanized wire of proper length to suspend ceiling to its original height.

g. Runner Channels shall be standard 1-$\frac{1}{2}$" cold rolled steel channels not lighter than 0.85 pounds per foot, spaced not more than 3' on centers.

h. Cross furring channels shall be standard 3/4" cold rolled steel channels not lighter than .410 pounds per foot, spaced not more than 12" on center.

5. Scaffolding and Protection -

Due to the Historical importance of the Sutton Room, great care shall be taken to protect the existing floor and woodwork. The entire room shall be covered with a heavy enough polyethelene to protect it against any eventuality. The floor of the scaffolding shall be covered with plywood panels not less than 3/4" and sealed against all dust and debris.

B. Painting -

1. Description of work -

Repaint, restore and rehabilitate existing surfaces in the Sutton Reference Library Room, second floor, Central Library Building, Main Street, Peabody, Massachusetts. The work is of a specialized nature and workmen employed must be completely experienced and qualified in restoration and rehabilitation work. A list of completed projects of similar nature and the experience of the workmen employed will be requested by the Architect.

2. Examination of site -

Each bidder is required to visit the location of work and familiarize themselves with working conditions and conditions of existing surfaces.

3. Protection -

The painting contractor is responsible for the protection of existing surfaces and containings from the application of his finishing materials. He shall provide drop cloths and other protective devices to insure full protection. He shall be responsible for any damage caused by the work under this specification and his protective devices and other equipment shall cause no hindrance or impairment to the work of other trades.

4. Materials -

To establish minimum standards of quality and kind of materials required, reference is made to the paint products of Pittsburgh Industries, but products of other manufacturers may by submitted for consideration and approval by the Architect.

5. Preparation of surfaces -

It is not the intent of this specification to minutely note the requirements for preparation of existing surfaces to receive new finishes. This need can only be determined by the painting contractor. It is evident that existing surfaces will be completely washed, rewashed if necessary, slightly sanded, voids and surface irregularities corrected and restored to that condition to match surrounding similar surfaces. The finished appearance is directly dependent on the preparation of surfaces and the importance of preparatory work is emphasized.

6. Surfaces to be restored -

All existing surfaces within the work area that presently are coated with finish: wood, metal, plaster, wood floors, glass doors, new sheetrock window head panels, shelving, and portions of wall decorative panel between entrance doors are to be restored.

a. woodworking:

Rehabilitate and restore the existing transparent finish woodwork. The Architect reserves the right to request a trial section of the woodwork be restored in order to examine the results and techniques in evaluating the work.

1. 1 coat PPG Rez paste wood filler
   1 coat PPG Rez interior wood tones stain
   3 coats PPG Rez satin varnish 77-7 or
   1 coat PPG wood sealer and
   2 coats PPG Rez satin varnish 77-7

b. plaster:

1 coat PPG primer sealer
2 coats PPG alkyd Interior flat 6-50

c. wood floors:

1. 2 coats PPG Rez sealer primer
   2 coats Rez PPG polyurethane satin clear

note: sand floors to insure satisfactory results.

d. glass:

1. Wash and polish after completion of all work of all trades.

e. wood, painted:

1. 1 coat PPG enamel undercoater 6-6
   2 coats PPG Alykd Lo-Sheen enamel 6-90

f. wall decorative panel:

Prepare as specified in para. 04 regarding washing. Blue and red color bands to be coated with a clear semi-sheen coating to "draw out" the color. Exact process and expected result to be discussed with Architect.

7. General Comments:

a. The area within the scope of this contract shall be repainted in the same style and same quantity of colors as is existing.
b. Remove any existing finishes where there is any doubt about its ability to receive and hold paint to be applied.
c. Furnish half-spherical dentils to match existing at cornices at upper level that are missing. Install.
d. Remove and replace, after finishing, books from bookcases and shelving.
e. Prepare samples indicating color and sheen for approval before application. For reordering by owner, submit 6 inch square color chips of all paints and finishes used with the name and designation of the material, color and location or surface used.
f. Existing gold finishes to be washed.

C. Composition Flooring -

1. Description of work -
The furnishing of material and the complete installation of SPORT-TRED including laying the material and coating are included in this specification.

2. Materials -
To establish minimum standards of quality and kinds of materials required, reference is made and supplied by Robbins Flooring Company, Memphis, Tenn. 38116. Other manufacturers may be submitted for consideration and approval by the Architect.

a. Product Description:
The synthetic surfacing shall be a solid cast polyvinyl chloride resilient material supplied in four foot (4') wide rolls in random lengths. The thickness shall be 1/4" and shall be smooth (no texture).
Color: Khali Tan.
Adhesives: Shall be supplied by the flooring manufacturer and will be specially compounded to assure compatability with the subsurface, (plywood) and shall be applied in accordance with manufacturer's recommendation.
Coatings: Sport-Tred shall have a scuff resistant, long lasting polyurethane coating.

Physical Properties:
The surfacing shall meet or exceed the following physical characteristics and properties:
1. Weight - (1/4") - 1.57 lbs./sq. ft.
2. Tensile Strength - 1000 psi (A.S.T.M. D-412-62T)
3. Elongation at Break - 350% (A.S.T.M. D-412-61T)
4. Hardness Shore A 55±5 (A.S.T.M. D-1706)
5. Coefficient of Restitution (e 2) p. 21 (Resilience Tester)
6. Abrasion Resistance
(Taber Abraser - CS17-1000 5000 Cycles)
7. Density 1.240 (D23C, gm. per mi.) (A.S.T.M. D-792-60T)
8. Compression Properties (A.S.T.M. D-575-46)
9. Compression Set (A.S.T.M. D-395-61B)
After 72 hrs. @ 50% compression (2716 psi)
10. Temperature Stability (A.S.T.M. D-746)
11. Moisture Absorption (A.S.T.M. D-471-57T)
12. Linear Coefficient of Thermal Expansion (A.S.T.M. D-696-44)
13. Fungus Resistance - completely Resistant (MIL-1-631-D)
14. Flame Resistance - Maximum Burn area 3/4" dia.
(Dept. of Commerce Standard DOCFF1-70)

b. Plywood Sub-floor: (by Sport-Tred Applicator)
Material - Fir plywood, exterior grade, conforming to U.S. Commercial Standard CS45 or CS122 in the minimum face grade of C-D with exterior glue plugged. Minimum thickness to be 1/2", 7 ply.
Lay out to minimize joints, using full size sheets, (4' x 8') where possible; run lengthwise across the joists.

Secure plywood to wood plank floor using non-rusting ring shank nails, (coated common nails will not be accepted) or screws; 4" O.C. around perimeter, 8" O.C. throughout sheet. Set Fastener heads flush.

NOTE: Sport-Tred Applicator is to thoroughly re-nail the wood plank floor on the mezzanine prior to the application of the plywood. Care is to be taken so as to eliminate movement of the wood plank floor independent from the structure beneath. (Eliminate squeaking)

Working Conditions:

1. Flooring installation shall not begin until all sub-contract work which would cause damage, dirt, dust, or interruption of normal installation pace is completed. The installation area shall be closed to all traffic and activity for a period to be set by the flooring contractor.

c. Protective Coating System:
Immediately upon completion of floor installation, the floor shall receive two spray coats of Sport-Kote polyurethane coating. Sport-Kote is a two (2) coat process consisting of a seal coat and a final top coat. This finish sequence shall be strictly adhered to without deviation.

d. Floor Contractor:
The complete installation of the Sport-Tred surface as described in the scope of these specifications, shall be carried out by a qualified floor contractor, approved by the manufacturer, and shall be performed in accordance with the most recent installation instructions of the manufacturer.

e. Warranty:
The floor shall be jointly warranted by the floor contractor and the manufacturer against defects in materials and workmanship for a period of one year.

IV. FURNISHINGS -

A. Exist moveable furniture:

1. Description of work - Repair and refinish the following items including moving the pieces to and from the furniture repair location.

No. of units	Description
11	Straight back arm chairs
1	High back arm chair
3	Leather top library tables
6	Round back arm chairs
2	Settee's
6	Foot stools
2	Oval office chairs
1	Chickering grand piano & bench

2. Materials:
   Chair upholstery - Mohair Velvet. New Casters for chair and tables. Leather for table tops.
   Furniture Finish - Sher-wood Super Finish.

B. Drapery and Drapery Track:

1. Finish and install drapery and track including all necessary hardware to fully cover the glass and window frames of the nine windows in the Sutton Library.

2. Material:
   Drapery Track - Cord operated traverse rods for mounting to window frames;
   Finish material - Tightly woven fabric to be selected by Architect;
   Lining - Blackout type (Lite-trol or equiv.);
   Allow $1000 for material and installation.

V. SPRINKLERS -

1. Description of work -Drain and check existing sprinkler system servicing the Sutton Library. Remove sprinkler heads in the area install gunners in the plaster ceiling for the convenience of the plasterer. Install new drops and new sprinkler heads after ceiling has been repaired.

VI. MECHANICAL -

A. Description of work - Furnish and install new air conditioning unit, humidifier, and electronic air cleaner located as indicated on the drawings and all necessary remote controls, ductwork, air grilles and supply and condensate piping as necessary, to provide a complete system which functions in accordance with the design intent.

B. Materials -

1. Ductwork - gages of metal as set forth in the ASHRAE Guide.
2. Package A/C Unit - Climatrol #935-3-60H or equiv. (5 ton) with summer-winter switch or equiv.
3. Humidifier - Herrimidifier #490-6 or equal. (capacity of 22 gals. per day) with separate mounting plate. Unit shall be capable of maintaining a minimum of 30% relative humidity during winter operation. Design intent is to maintain relative humidity between 35% and 50% year round.
4. Electronic Air Cleaner - sufficient to handle 2000 cfm and compatible with the component elements of the system. All materials and components of the system are subject to the Architect's approval.
5. Insulate all ductwork in attic space.

VII. ELECTRICAL -

A. Description of work - Install new 60 amp 3 phase sub feeder from meter board in basement to distribution panel on east wall of Sutton Library as shown. New service line to run up existing non functioning vent duct in first floor of main library.

Install new floor outlets and rewire same in locations of present floor outlets.

Rewire existing fire ceiling fixtures. Drop same so as to make them level with the low cornice line.

Connect new air conditioning unit, electronic air cleaner, and humidifier as required for satisfactory operation.

Furnish and install lighting in the attic space above Sutton Library sufficient to render safe access to new equipment and to service same.

Furnish and install double eight foot flourescent strip lighting, as continuous as possible, on upper most cornice shelf as called for on the drawings. There shall be approximately 120 linear feet of such lighting.

Furnish and install track lighting on the lower cornice shelf. Provide 32 linear feet on three separate circuits.

Furnish and install electric reheat coil to provide at least 95 degrees F. to humidifier to heat 2000 CFM - from 70° F. to 95°.

Peabody Historical Commission

CITY CLERK'S OFFICE. CITY HALL
PEABODY. MASS. 01960

PEABODY THE LEATHER CITY

GEORGE PEABODY

JOHN A. WELLS
CHAIRMAN

THOMAS HAYES
RUTH HILL
ALBERT GOODHUE
AUGUSTINE CHENERY
FRANCES RIGOL
NEIL CORNING

October 10,1975

Massachusetts Bicentennial Commission
Ten Tremont Street
Boston, Mass.

Dear Sirs:

Since 1972 the Peabody Historical Commission has sought various historic preservation grants and other financial support for both the Peabody Institute Library and the Peabody City Hall that were placed on the National Historic Register by us.

As a result of our efforts we were able to obtain Community Development Revenue Sharing Funds towards these restoration projects because of their historic classification. Our commission has also received a Bicentennial grant to establish an Archive Center at the Sutton Library in the Peabody Institute.

We offer a strong endorsement of support for the restoration of the Eben Dale Sutton Library Bicentennial project at the Peabody Institute. This will augment our funds to not only establish an Archive Center, but it also will be located in the completely restored Sutton Library at the historic Peabody Institute.

The Bicentennial, Community Development, and our funds will enable us to install a first class air conditioning, humidity control, and air cleaner for the preservation of our documents. It will also provide many other improvements that we alone could not make under the previous Bicentennial grant.

This Bicentennial project in our opinion will pave the way for public support to restore and enlarge one of the oldest public libraries in the United States.

Very truly yours,

John A. Wells
Chairman

Advisory Council
On Historic Preservation
1522 K Street N.W.
Washington, D.C. 20005

RECEIVED
NOV 5 1975

November 4, 1975

Mr. Nicholas Mavroules
Mayor
City of Peabody
24 Lowell Street
Peabody, Massachusetts 01960

Dear Mr. Mavroules:

On October 30, 1975, the Advisory Council received an adequately documented determination from the City of Peabody that the proposed restoration of the Eben Dale Sutton Reference Library would not adversely affect the Peabody Institute Library, Essex County, Massachusetts, a property included in the National Register of Historic Places. After review of the City's determination, the Executive Director notes no objection to the determination of no adverse effect.

In accordance with Section 800.4(d) of Advisory Council's "Procedures for the Protection of Historic and Cultural Properties" (36 C.F.R. Part 800), the City of Peabody may proceed with the undertaking.

A copy of your determination of no adverse effect, along with supporting documentation and this concurrence, should be included in any environmental assessment or statement prepared for this undertaking in compliance with the National Environmental Policy Act.

The City of Peabody is to be commended for its thoroughly documented determination. The attached restoration contract evidences a sensitivity and professionalism which merits special recognition.

Sincerely yours,

John D. McDermott
Director, Office of Review and
Compliance

Peabody Institute Library
82 Main Street
Peabody, Massachusetts 01960
Education • Information • Recreation

December 10, 1973

Peabody Historical Commission
City Hall
Peabody, MA 01960

Dear Mr. Wells,

The Trustees of the Peabody Institute have approved the proposal to restore the Eben Dale Sutton Library for use as a municipal archives room. The Peabody Historical Commission is authorized to proceed with the plans as explained to the Building Committee.

Sincerely
Thomas F. Scully
Thomas F. Scully,
Acting Library Director

BUDGET A. - RESTORATION OF THE EBEN DALE SUTTON REFERENCE ROOM

PEABODY INSTITUTE LIBRARY - PEABODY, MASS.

Painting	$10,000.00		
		Material	$1,300.00
		Labor	$8,700.00
Plastering	$ 7,000.00		
		Material	$2,350.00
		Labor	$4,650.00
Composition Flooring	$ 2,000.00		
		Material	$ 700.00
		Labor	$1,300.00
HVAC, Mech'l. & Electrical	$ 8,000.00		
		Material	$4,300.00
		Labor	$3,700.00
Arch's. Fee-Design & Assistance during Restorations			$3,000.00
		Total	$30,000.00

Notes:

Utilities during construction by City.

Clean-up by responsible trades (sub-contractors).

interact ARCHITECTURE · CONSTRUCTION MANAGEMENT
BOX 683 ACTON, MASSACHUSETTS 01720
(617) 263-3518

Form BC-1

Bicentennial Commission

General Information Sheet

Date: 8-15-74

Descriptive Title of Project: Restoration of Peabody Institute - Archive Center - Historical Museum

Narrative should be attached: see Form BC-2

Sponsoring Organization: Peabody Historical Commission

Type of Organization (nonprofit, town agency, etc.): Town Agency & Non Profit

Organization Address: City Clerks Office 24 Lowell St., Peabody, Mass.

Authorized person and Title: John A. Wells ~~Chairman~~ Telephone: 531-0236 or 535-0623

Town where Project will take place: Peabody, Massachusetts

Other municipalities affected by Project: Statewide and ~~North Shore area of Massachusetts~~

Estimated population affected by Project: ~~Over 5,000,000 Statewide~~ 390,000 North Shore Area

Beginning date of Project: Oct. 1974

Completion date of Project: Sept. 1975

Organizations and groups involved in the planning and development of Project: Peabody Historical Commission Peabody Institute Trustees

Total cost of Project: $40,000.

Local share: $20,000. Amount requested: $20,000.

Source of match: Peabody Historical Commission

Expenditure plan: Date and amount needed: Nov.1974=Display cases fil etc. = $4,150.; Dec.1974= Humidifyer &Air Conditioning=$1,850.;Dec.1974=Li fixtures & wiring = $2,000.; March1975= Painting & Staging=$1,000.; Mar-Sept.1975 = Restoration roof & ceiling = $31,000. TOTAL = $40,000.

Vendor identification number:

The applicant certifies that to the best of his/her knowledge the data in this application are true and correct and will comply with all other necessary requirements as promulgated by the Executive Office of Educational Affairs.

Signature of authorized person: John A. Wells

Peabody Historical Commission

CITY CLERK'S OFFICE, CITY HALL
PEABODY, MASS. 01960

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BUDGET DATA ON BICENTENNIAL PROJECT FOR RESTORATION OF THE PEABODY INSTITUTE - ARCHIVE CENTER & HISTORICAL MUSEUM

EQUIPMENT

4	Cole steel files for small broadsides & prints @ $150.	=	$ 600.00
3	Cole steel files for maps & prints @ $200.	=	$ 600.00
400	Hollinger Acid Free cardboard files(documents) @75¢	=	$ 300.00
12	Display cases for archives & museum @ $200.	=	$ 2,400.00
	Frames for old prints & pictures	=	$ 250.00
	Humidifyer and Air Conditioning	=	$ 1,850.00
	New light fixtures and wiring	=	$ 2,000.00

CONSTRUCTION

Painting and Staging	=	$ 1,000.00
Restoration of roof and ceilings	=	$ 31,000.00
TOTAL	=	$ 40,000.00

STATE SHARE	=	$20,000.
HISTORICAL COMMISSION AND CITY SHARE	=	$20,000.
TOTAL	=	$40,000.

Archive Center & Museum	= 9,000.
Restoration of Peabody Inst.	= 31,000.
TOTAL	= $ 40,000.